



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Joanne Sturges, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Director of Personnel
Director of Public Social Services

At its meeting held July 15, 1997, the Board took the following action:

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The following item was called up:

Consideration of report and recommendations by the Directors of Personnel, Public Social Services and Children and Family Services regarding the model program they developed with the Chief Administrative Officer for employment of qualified Greater Avenues for Independence program participants by County departments and contract temporary personnel agencies.

Michael J. Henry, Director of Personnel, Lynn W. Bayer, Director of Public Social Services and Peter Digre, Director of Children and Family Services, addressed the Board. In addition, Ramon Rubalcava representing SEIU Local 660 and Gracie Gray addressed the Board.

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Supervisor Molina made the following statement:

"Today, the Departments of Human Resources, Public Social Services and Children and Family Services outlined a comprehensive proposal to utilize our Greater Avenues for Independence (GAIN) program participants to meet departmental temporary clerical staffing needs. As their presentation informed us, this proposal will provide GAIN participants placed in those temporary clerical positions an opportunity to develop a strong work ethic and to enhance their skill while on the job. More importantly, this proposal will make GAIN participants competitive for permanent employment both in the County and in the private sector. I commend those Departments which have taken on this Board's challenge by participating in the creation of this program. These efforts, and others, will be necessary if the County is to successfully train and place an estimated 252,000 families in work under the Governor's CaITAP proposal by January 1998.

"Recognizing the vast potential of this proposal to enhance the opportunities of GAIN participants, to move them off of welfare to meet departmental clerical needs, and to assist the County to meet welfare reform job placement requirements, the Board must take immediate action."

Therefore, on motion of Supervisor Molina, seconded by Supervisor Yaroslavsky, unanimously carried, the Board took the following actions:

- a Adopted the Directors of Personnel and Public Social Services' attached joint recommendations; and

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- b. Instructed the Directors of Personnel and Public Social Services to join with the Economic Development Corporation, the Los Angeles Area Chamber of Commerce, and other relevant economic development agencies in the region to determine the skills necessary for placement in private, Federal and municipal clerical jobs, and to provide training opportunities for Greater Avenues for Independence participants so they may successfully be placed in those positions enabling participants to move from welfare to the work force.

20715-13.com

Attachment

Copies distributed:

Each Supervisor

Chief Administrative Officer

County Counsel

ATTACHMENT V

DATE

CONTRACTOR
ADDRESS
CITY, STATE ZIP CODE
CONTACT PERSON

DEAR CONTRACTOR:

Los Angeles County is committed to supporting federal and state welfare reform efforts. An example of this commitment is a very successful "welfare to work" program developed by the Department of Public Social Services to help prepare recipients of Temporary Assistance to Needy Families for employment and assist them in finding jobs. The program, known as Los Angeles Greater Avenues for Independence (L.A. GAIN), has been acclaimed as a model for other agencies around the nation.

On July 15, 1997, the Board of Supervisors instructed County departments to begin giving qualified GAIN participants hiring consideration when filling entry level clerical vacancies and to report their efforts to the Board on a quarterly basis. Departments were also instructed to notify contract clerical and office support agencies that all future agreements would contain similar language. During the interim, current contractors are being requested to voluntarily consider qualified GAIN participants when filling clerical vacancies, and report their efforts, on a quarterly basis.

In compliance with the Board's order, we are requesting you consider qualified GAIN participants for entry level positions within your agency. To receive referrals of GAIN participants that meet your needs, we are requesting that you immediately begin sending notices of clerical vacancies that are open for applications or examinations to the Department of Public Social Services, Attention: GAIN Job Development Unit, at any of the following locations:

San Fernando Valley
14355 Roscoe Boulevard
Panorama City, CA 91402
Phone No (818) 895-5984
Fax No (818) 892-1568

South County
2959 Victoria Street
Rancho Dominguez, CA 90221
Phone No (310) 603-8000
Fax No (310) 764-5450

San Gabriel Valley
3629 Santa Anita Ave
El Monte, CA 91731
Phone No (818) 350-8708
Fax No. (818) 575-3413

Southeast County
5460 Bandini Blvd.
Bell, CA 90201
Phone No (213) 881-5316
Fax No (213) 780-0190

Central & West County
1500 So. Figueroa St.
Los Angeles, CA 90015
Phone No. (213) 765-6153
Fax No. (213) 765-6072

Contractor
Date
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All such notices should indicate the position titles, descriptions, minimum requirements/qualifications, anticipated pay rates or salary schedules, locations where applications/requests for applications may be made, final dates of acceptance of applications and any circumstances relevant to the hiring procedures for the position. If you have any positions for which you are continually hiring or accepting applications, we are also requesting that you send notices, at least once every six months, to the above office.

Please be advised that the confidentiality rights of welfare recipients are protected. Under federal law. Therefore, we are requesting that GAIN participants be treated the same as all other employees. In order to track our contractors' efforts to consider GAIN participants, please ask all applicants for positions with your agency covered under our current clerical and support staff agreement, to complete a Voluntary Data Reporting Form (copy attached). Furthermore, we are requesting that you provide us quarterly reports, beginning on November 10, 1997, for the period August 1, 1997 through October 31, 1997, that include the following information:

- 1) Total number of applications received during the reporting period..
- 2) Number of applications received from individuals identifying themselves as participants in the GAIN program.
- 3) Number of those GAIN applicants for whom an interview, or further exploration of applicant capabilities was conducted.
- 4) Number of GAIN applicants determined to be qualified for the position for which an application was submitted.
- 5) Number of GAIN applicants who were offered a position with or assigned for employment by your company.

Please submit your quarterly reports to:

Department Program Manager
Department
Address,
City, State, Zip Code

Thank you for your support of the Los Angeles County Board of Supervisors' welfare reform efforts. If you require further information, please call _____, at _____.

Sincerely,

**TEMPORARY SERVICES AGENCY
VOLUNTARY DATA REPORTING FORM
GAIN PROGRAM PARTICIPANT INFORMATION**

To assist in complying with Federal and Local government record keeping and reporting requirements, it is requested that you complete this form. The information you give will not be used for employment consideration and is for information purposes only. The information on this form will remain confidential. Submission of this information is voluntary. You are not required to complete this form, however, your participation will be greatly appreciated.

PLEASE CHECK THE BOX THAT APPLIES TO YOU

I am a participant in/graduate from the Greater Avenues for Independence
(GAIN) program.

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
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2) Paragraph 46.0, CONSIDERATION OF HIRING GAIN PERSONNEL is added:

- 46.1 Should CONTRACTOR require additional or replacement personnel or any other position for which applications are being accepted after the effective date of this Agreement, CONTRACTOR shall give appropriate consideration (in conjunction with Paragraphs 44.0 and 45.0, above) for any such position(s) to qualified persons referred to CONTRACTOR through the COUNTY's Department of Public Social Services, Greater Avenues for Independence (GAIN) Program. For this purpose, appropriate consideration shall mean that CONTRACTOR will interview qualified candidates in conjunction with, and not preceding or successive to Paragraphs 44.0 or 45.0 above. COUNTY shall send listing(s) of personnel for referral to CONTRACTOR's designated representative at the following address.

**CONTRACTOR
ADDRESS
CITY ST ZIP
CONTACT PERSON
PHONE NUMBER**

- 46.2 For any position(s) which prior to the effective date of this Agreement, CONTRACTOR has not been hiring, or which otherwise opens for application or examination, CONTRACTOR shall send notices to COUNTY, Department of Public Social Services, Attention: GAIN Job Development Unit, at any of the following locations:

San Fernando Valley
14355 Roscoe Boulevard
Panorama City, CA 91402
Phone No. (818) 895-5984
Fax No. (818) 892-1568

San Gabriel Valley
3629 Santa Anita Ave.
El Monte, CA 91731
Phone No. (626) 350-8708
Fax No. (818) 575-3413

South County
2959 Victoria Street
Rancho Dominguez, CA 90221
Phone No. (310) 603-8358
Fax No. (310) 764-5450

Southeast County
5460 Bandini Blvd.
Bell, CA 90201
Phone No. (213) 881-5316
Fax No. (213) 780-0190

Central & West County
1500 So. Figueroa St.
Los Angeles, CA 90015
Phone No. (213) 765-6153
Fax No. (213) 765-6072

The notice sent by CONTRACTOR must indicate the position(s)/title(s) for vacant or new employment opportunity, description of same, requirements/qualifications for position(s), anticipated pay rate or salary schedule, the location where application(s)/requests for application(s) are being received, final date of acceptance for applications and any special circumstances relevant to the hiring procedure for said position(s)

Any position(s) for which CONTRACTOR is continually hiring or accepting applications, CONTRACTOR shall send notice as required above at a frequency of not less than once every six (6) months.

46.3 CONTRACTOR shall request that all new applicants complete Exhibit F, GAIN APPLICANT INFORMATION FORM. For all applicants completing the form, CONTRACTOR shall utilize the information contained therein for compliance with this paragraph as required below.

46.4 CONTRACTOR shall provide report(s) to COUNTY on a quarterly basis, with the first report due on November 10, 1997 and shall be for the preceding three month period ending on October 31, 1997. Each subsequent report shall be due on the 10th day of the month following the end of the preceding quarter. The report(s) submitted shall contain information compiled for the preceding three (3) calendar months only, and is not required to be cumulative. The report(s) shall include, but not be limited to, the following information:

- a) Total number of applications received during the reporting period
- b) Number of applications received from individuals identifying themselves as participants in the GAIN program.
- c) Number of those GAIN applicants for whom an interview, or further exploration of applicant capabilities was conducted.
- d) Number of GAIN applicants determined to be qualified for the position for which an application was submitted.
- e) Number of GAIN applicants who were offered a position/assigned for employment with CONTRACTOR.

Completed report(s) shall be forwarded to COUNTY at the frequency specified above and shall be sent to:

DEPARTMENT PROGRAM MANAGER
DEPARTMENT
ADDRESS
CITY ST ZIP

3) Exhibit ____, GAIN APPLICANT INFORMATION FORM is added and shall be the form attached to this Amendment as Attachment ____.

**TEMPORARY SERVICES AGENCY
VOLUNTARY DATA REPORTING FORM
GAIN PROGRAM PARTICIPANT INFORMATION**

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PLEASE CHECK THE BOX THAT APPLIES TO YOU

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